

# GLOSSARY AND ABBREVIATIONS

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## INTERNET DICTIONARIES, ENCYCLOPEDIAS AND OTHER RESOURCES

**ACQWEB:** <http://acqweb.library.vanderbilt.edu/>

This is a World Wide Website providing links to information and resources of interest to librarians with acquisitions and collection development responsibilities. The scope is international.

**Information Resources for Information Professionals:** <http://web.syr.edu/~jryan/infopro>

Extensive linkings to information resources.

**ODLIS (Online Dictionary of Library and Information Science)**

<http://www.wcsu.edu/library/odlis.html#anglo>

This hypertext reference resource is for library and information science professionals, university students and faculty, and users of all types of libraries. The vocabulary of publishing, printing, book history, literature and computer science has been included when a definition might prove helpful to library and information professionals and laypersons.

**Webopedia:** <http://webopedia.internet.com/>

An online dictionary and search engine for computer and internet technology.

## GLOSSARY AND ABBREVIATIONS:

**AASL** (American Association of School Librarians): A division of the American Library Association.

**Academic Library:** A library located in or affiliated with a college or university.

**Access:** The concept of providing customers convenient and multiple ways of approaching, getting, or using library materials, programs, and services. In a larger sense, the ability to reach sources of information through a library and its cooperative links to the total world of information resources.

**Acquisition:** The process of acquiring materials for the library's collection.

**ACRL** (Association of College and Research Libraries): A division of the American Library Association.

**Activity:** In the planning process, the means used to accomplish an objective.

**ADA** (Americans with Disabilities Act): Federal civil rights legislation that made it illegal to discriminate against people with physical, mental, or emotional disabilities.

**ALA** (American Library Association): Provides leadership for the development, promotion and improvement of library and information services and the profession of librarianship in order to enhance learning and ensure access to information for all.

**ALCTS** (Association for Library Collections and Technical Services): A division of the American Library Association.

**ALTA** (Association of Library Trustees and Advocates): A division of the American Library Association. Former name was the American Library Trustee Association

**ALSC** (Association for Library Service to Children): A division of the American Library Association.

**ASCLA** (Association of Specialized and Cooperative Library Agencies): A division of the American Library Association.

**Audiovisual:** Materials that rely on a device for transmission, reproduction, or enlargement to be used effectively, such as films, tapes, records, or other non-print materials.

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**Bibliographic Utility:** An organization that provides access to and support for machine readable bibliographic databases to member libraries. OCLC is an example.

**Bond:** Usually refers to a long-term debt, a written promise to pay a specified amount of money on a specified date in the future, with periodic interest payments. Bonds are normally used to finance large capital projects, such as new or remodeled buildings.

**Call Numbers:** The notation used to identify an item so that it can be easily found in the collection.

**Capital Projects:** Projects that purchase or construct capital assets (that is, property that has a useful life that extends for several years). Typically, a capital project involves a purchase of land and/or the construction of a building.

**Cataloging:** The process of describing the specific attributes of a title, including assignment of a call number so the item can be fully identified in the library catalog and then located in the physical library collection.

**CD-ROM (Compact Disk-Read Only Memory):** A sealed disk for storage of large quantities of data which cannot be changed by the user.

**Censorship:** To remove material from open access by any governing authority or its representatives (boards of trustees, library directors, boards of education, principals, etc.)

**Certification:** The process of ascertaining that certain educational/experiential requirements are met. In Washington, any full-time librarian serving a community of over 4,000 people must be certified by the Washington State Library Commission ([RCW 27.04.030](#)).

**Challenge:** A formal written complaint filed with a library, questioning the presence and/or appropriateness of specific material.

**Circulation:** Process of lending library materials to borrowers, and the recording of those loans and their return. These circulation records are, by law, not available for public review without a court order.

**Collection:** A one-word term for the library's total holdings including all formats of materials.

**Collection Development:** The planned process of selecting, acquiring and discarding library materials to meet community needs. Cooperative collective development refers to an agreement among several libraries to jointly address this process.

**COM (Computer Output Microform):** Often a microform version of the library catalog.

**Complaint:** In intellectual freedom cases, an oral charge against the presence and/or appropriateness of material in the collection. Complainants are usually requested to file a written form, often called "Request for Reconsideration," (such as the citizen's request for reconsideration) or a similar form.

**Copyright:** A right of intellectual property whereby authors obtain for a certain time period exclusive rights to their works as defined in federal copyright law.

**Database Searching:** The use of computer equipment, and usually telecommunications equipment to search specialized databases to retrieve information. The database may be maintained in the library or purchased/licensed from a remote location.

**Deposit Collection:** A location where library materials may be placed for the use of people who usually are unable to visit or otherwise use their library. Such locations may include common gathering places in sparsely populated areas such as post offices, community centers, or institutions such as nursing homes, hospitals, jails or juvenile detention centers.

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**Depository Library:** A library designated to receive all or part of the publications of federal, state, or local governments.

**Discard:** An item officially withdrawn from the library collection because it is no longer needed or is unfit for use (see also **Weeding**).

**E-mail** (Electronic mail): A system of sending and receiving messages via computer, modem and the Internet.

**Fact Finding:** A means of resolving disputes without going into formal arbitration wherein a third party holds hearings and makes nonbinding recommendations after the parties have defined the issues and offered a proposed solution.

**Friends of the Library:** Groups that establish bylaws and organize officially to assist and promote the library. Friends may join as a group as well as individuals with the Washington Library Friends and Trustees Association (WLFTA) and at the national level the Friends of Libraries U.S.A. (FOLUSA).

**FTE** (Full Time Equivalent): A measure used in personnel work to indicate full-time equivalency, for example, the number of full-time workers who would be employed if all hours worked in part-time positions were added together and divided by 40 hours per week. Two people, each working 20 hours per week equals 1 FTE.

**FY** (Fiscal Year): A fiscal year for public libraries is January 1 – December 31, but the state government fiscal year is July 1 – June 30 and the federal government fiscal year is October 1 – September 31.

**General Obligation Bonds:** Bonds which are to be repaid from taxes and other general revenue.

**Goal:** In planning, a broad and unspecific general statement of a desired or future condition which flows from the mission statement.

**Grant:** A contribution of funds from one governmental unit to another, or from one organization to another, for a specified purpose.

**Holdings:** All materials owned by a library.

**Homepage:** The first page a user sees at an Internet Website.

**HTML** (Hypertext Markup Language): The language used to create Internet Web pages.

**I&R:** An abbreviation used to refer to information and referral services.

**ILL:** see Interlibrary Loan

**IMLS** (Institute of Museum and Library Services): Administers the federal Library Services and Technology Act funds.

**Input Measure:** A measurement of the library's resources such as staffing, materials, funding, etc.

**Inquiry:** An information request, usually informal, that seeks to determine the rationale behind the presence or absence of a particular item in the collection.

**Intellectual Freedom:** The right of individuals to exercise their freedom of inquiry, the right to read and the right to free expression. These rights are based on the U. S. Constitution, the Washington State Constitution and are supported by the American Library Association, the Washington Library Association, the Washington State Library Commission and other libraries and organizations through their commitment to the Library Bill of Rights and the Freedom to Read Statement as the rationale upon which libraries should serve the people.

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**Interlibrary Loan (ILL):** The transaction in which library materials are loaned from one library to another library for the use of a patron. May also include photocopying if the request is made in accordance with copyright laws and regulations.

**Internet:** A global network connecting millions of computers.

**ISBN** (International Standard Book Number): Used in verifying and placing orders.

**ISSN** (International Standard Serials Number): Used in verifying and placing orders.

**LAMA** (Library Administration and Management Association): A division of the American Library Association.

**LAN** (Local Area Network): Computers are linked together electronically to create one system.

**LC** (Library of Congress): This library is the library of the United States Congress, and due to its resources and leadership role, has assumed the role of a national library.

**LCW** (Library Council of Washington): Members are appointed to advise the Washington State Library Commission on the use of Library Services and Technology Act funds in Washington State.

**Lease-Purchase Agreement:** A contractual agreement which is called a lease but in substance is a sale.

**LITA** (Library and Information Technology Association): A division of the American Library Association.

**LSCA** (Library Services and Construction Act): Federal legislation superceded by the LSTA.

**LSTA** (Library Services and Technology Act): Funds are allocated by U.S. Congress to the program and are distributed annually to states. The Washington State Library Commission administers the funds in Washington. The Library Council of Washington advises the Commission on use.

**MARC** (Machine Readable Cataloging): The international standard format for the storage and exchange of bibliographic data.

**Marketing:** An advertising strategy used to promote an idea or sell a product based on an understanding of a potential client's needs and how to satisfy them.

**Media:** Printed and audiovisual forms of communication and any necessary equipment required to make them usable. May also refer to public means of communication - radio, television, and so on.

**Microfiche:** Single sheets of micro images reproduced on microfiche ranging in size from 3x5 to 8x6 inches, containing many micro-images arranged in a grid. "Fiche" means "card" in French.

**Microfilm:** A collective term for various formats in which materials are reproduced in smaller size by microphotography. Requires a special reader to enlarge for use or a reader-printer for making a paper copy.

**Mission Statement:** In planning, a very brief statement declaring the library's purpose for existence and its service priorities.

**MLS:** Master's degree in Library Science.

**Multi-type:** Consisting of public, academic, school, special, institutional libraries, and/or media centers.

**NCLIS** (National Commission on Libraries and Information Science): Headquartered in Washington, D.C.

**NLS** (National Library Service for the Blind and Physically Handicapped): A division of the Library of Congress that offers free recorded and brailled-embossed books and magazines to individuals who have

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visual and other physical conditions that limit their use of regular print. The State Library contracts with the Seattle Public Library to provide this free service to Washington citizens.

**Network:** Two or more libraries engaged in a common pattern of information exchange, sometimes involving computer communications. In sophisticated form, a structured organization developed for the purpose of sharing resources.

**NLW** (National Library Week): An annual event celebrating libraries.

**Non-Resident:** A person who does not reside within the political unit that supports the library; a non-resident card is usually issued to such people who wish to use the library. Obtaining the card may involve payment of a fee.

**Objective:** In planning, a statement describing a single, specific measurable result to be achieved within a specified time period in order to move closer to achieving a goal.

**OCLC:** A bibliographic utility and research organization located in Dublin, Ohio that member libraries use to catalog library materials, arrange interlibrary loans and maintain location information for library materials as well as access for reference resources.

**OPAC** (Online Public Access Catalog): An automated catalog for patron use.

**Optional Municipal Code City:** Under RCW Title 35A, allows cities the option of becoming self-determined code cities with greater powers of self-government. This can affect the level of responsibilities of library boards in these cities.

**Output Measure:** A measure that assesses a common public library service such as circulation or reference transactions.

**Page:** A library assistant who shelves or retrieves books and does other routine clerical work.

**Patron:** A library user.

**Periodical:** A magazine, newspaper, or other material issued at intervals. Each issue is numbered consecutively and/or dated.

**PLA** (Public Library Association): A division of the American Library Association.:

**PNLA** (Pacific Northwest Library Association): A regional organization consisting of Alaska, British Columbia, Idaho, Montana and Washington.

**Policy:** A written statement passed by formal motion of the board of trustees that gives general guidelines for making decisions in the administration of the library.

**Processing:** Preparing books and other materials for use by the public. Usually includes, preparing circulation book cards, book covers, stamping ownership on the item, etc. (See also **Cataloging**.)

**Public Relations:** The promotion of good will and rapport.

**RCW** (Revised Code of Washington): A code containing the laws of the state of Washington. Available in print or accessible via the Internet through the gateway <http://www.access.wa.gov>

**Reciprocal Borrowing:** An arrangement among libraries or among political subdivisions which makes it possible for a person registered at one library to borrow materials from another library in person.

**Request for Reconsideration:** A formal written complaint filed with a library questioning the presence and/or appropriateness of specific material.

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**Resource Sharing:** An agreement among libraries to share collections, data, facilities, personnel, etc., for the benefit of their users.

**Retrospective Conversion:** The conversion of the records of previously cataloged library materials to machine readable formats in preparation for an automated, computerized catalog.

**RFP** (Request For Proposal): A request for bids indicating specifications for a project or system needs.

**RUSA** (Reference and User Services Association): A division of the American Library Association.

**Search Engine:** A program that searches documents for keywords and returns a list of documents where the key words are found. Alta Vista is an example of a search engine.

**Serials:** Publications that are issued regularly in sequence, such as magazines, journals, and newsletters. These publications carry serial numbers indicating volume and issue number.

**Shelf List:** A file, usually on catalog cards, of books owned by the library arranged in the same order as the books appear on the shelf, that is, by classification number.

**SLA** (Special Libraries Association): A professional association of librarians who work in special libraries such as businesses, hospitals, law offices.

**Stacks:** The area in which a series of bookcases or sections of shelving are arranged in rows or ranges to store the library's collections.

**Station:** A public library agency in a store, school, factory, club, etc. with a small and frequently changed collection of books, open at designated times to the public. Not usually staffed by the library (see also **deposit collection**).

**Subject Heading:** A word or group of words indicating a subject under which all material dealing with the same theme is entered in a catalog.

**System:** A library made up of more than one service outlet, administered from a central location, such as a city library with branches, a library district, and so on.

**Talking Book:** A book which has been recorded, on cassette, record or tape, for use by blind, disabled or visually impaired persons. (See **WTTBL**)

**TDD** (Telecommunications Device for the Deaf)

**Tax Anticipation Notes (TAN'S):** The funds that a taxing entity can borrow against anticipated tax revenues; a way of protecting cash flow between the time that taxes are assessed and the time they are collected. The total amount borrowed cannot exceed the maximum deficit of the entity plus an average month's operating expenditures.

**Technical Services:** All the activities related to obtaining, organizing, and processing library materials and maintaining them with repairs, renovation, or discard.

**Terminal:** A terminal usually has a keyboard and display screen and/or printer that is used to send and receive information from a computer.

**TTY** (Teletypewriter): Often used to communicate with deaf patrons.

**Turnkey Library System:** A computer information processing system purchased from a vendor, including hardware, software, installation and training.

**Union List or Catalog:** A catalog that includes the holdings of a number libraries, usually those in a cooperative relationship.

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**Vertical File:** Items such as pamphlets, clippings, and pictures that are filed in drawers for access and use because of their varying shapes and forms.

**WAC** (Washington Administrative Code): A code containing regulations and rules of the agencies in Washington State. In addition to the print publication, the WAC can be found and searched via the Internet gateway <http://www.access.wa.gov/>

**Washington State Library Commission** (WSLC): The governing board of the Washington State Library, the five members are appointed by the Governor of Washington State.

**Weeding:** The selection of library materials from the collection to be discarded or transferred to storage, based on standards of use, currency, and community needs.

**WHCLIS** (White House Conference on Libraries and Information Services): Held in 1979 and 1991.

**WILL** (Workshop in Library Leadership): Sponsored by the Washington State Library with assistance from an advisory group of trustees, members of the Washington Library Friends and Trustees Association and library staff from across the state. The biannual conference is funded in part with Library Services and Technology Act (LSTA) funds.

**WLA** (Washington Library Association): For information, contact the Association Coordinator at 206-545-1529 or <http://www.wla.org/>

**WLFTA** (Washington Library Friends and Trustees Association): An Interest Group of WLA.

**WLN** (Western Library Network, now merged with OCLC)

**World Wide Web (WWW):** A system of Internet servers that support specially formatted documents. The documents are formatted in a script called HTML (Hypertext Markup Language). Utilizes a web browser such as Internet Explorer or Netscape Navigator as an interface to information and hyperlinks. By clicking on hyperlinks, the user is linked to further information or sites.

**WSLC** (Washington State Library Commission): (See Washington State Library Commission)

**WTBBL** (Washington Talking Book and Braille Library): The State Library contracts with the Seattle Public Library to provide this free service to eligible persons.

**YA:** Refers to young adults, that is, young people roughly between the ages of 12 and 21 (definition may vary from library to library).

**YALSA** (Young Adult Library Services Association): A division of the American Library Association.